

Comparative Data on Records In Some Federal Agencies 1962

<u>Name of Agency</u>	<u>Percent of Holdings In Records Center</u>	<u>Records Holdings Per Agency Employees</u>
Atomic Energy	52%	17 Cubic Feet
Dept. of State	16%	11 Cubic Feet
Dept. of Commerce		11 Cubic Feet
G. S. A.	50.5%	6.6 Cubic Feet
Civil Service Comm.	33.3%	8.0 Cubic Feet
		4.0 Cubic Feet

Note! The National Records Management Council Indicates The Following:

Industrial operations (textile plant, aircraft factory, etc.)	1 cubic foot of records for each employee on the payroll
Government agencies or companies subject in detail to government regulations (public utility, airline, etc.)	5 cubic feet of records for each employee on the payroll
Specialized clerical operations (accounting, purchasing office, etc.)	10-15 cubic feet of records for each employee on the payroll